

APPENDIX N
SAMPLE VISITOR SIGN-IN BOOK FORMAT

Visitor Sign-In Book

Date of visit: _____

Name: _____

Affiliation: _____

Address: _____

Phone number: _____

FUDS project documents viewed: ASR _____ INPR _____ ROD _____ Other _____

Cost of copied materials (if applicable): _____

Privacy Act Statement

Authority: 10 U.S. Code (USC) 2705.

Principal Purpose: To establish controlled access to the Administrative Record file and other FUDS project documents in order to minimize instances in which documents are lost or damaged. The requested information will be used to contact viewers of the Record file and other FUDS project documents to identify and resolve problems as necessary. The sign-in book will also be used to provide documentation of the government's effort to provide public access to the Record file and other FUDS project documents. Disclosure of the requested information is voluntary. Failure to provide all the requested information will not prevent viewing of the Record file or other FUDS project documents.